

CITY OF BURBANK

WAREHOUSE MANAGER/BWP

DEFINITION

Under direction, to be responsible for the operation of a warehouse including the procurement, receipt, control, and issuance of supplies, material, and equipment; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises a warehouse and a storage yard; supervises, trains, and evaluates staff; develops and maintains procedures to optimize warehouse operations; supervises the taking of physical inventories; inspects stocks and storerooms for adequacy; supervises the receipt and inspection of materials; insures the maintenance of adequate records of receipts, issues and shipments; allocates locations for new materials received; initiates and reviews purchase orders, requisitions, and materials as needed; reviews and approves invoices for payment; reviews inventory and determines minimum and maximum stock levels; supervises salvage operations as directed; conducts safety meetings and enforces safety regulations; prepares employee evaluations; makes recommendations regarding hiring, promotion, and transfers; effectively recommends disciplinary actions up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - warehousing, storeroom, and stock control methods and procedures; physical and perpetual inventory procedures; modern warehouse and outdoor storing processes.
- Skill in - use of personal computer.
- Ability to - plan and supervise warehousing operations; supervise and train staff; estimate future supply requirements and develop procedures for insuring that adequate stocks are available; communicate effectively, both orally and in writing; establish and maintain effective working relationships with other supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to five years experience in warehousing and stock control including two years of supervision.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.